American Business

Merit Badge Workbook

This workbook can help you but you still need to read the merit badge pamphlet.

This Workbook can help you organize your thoughts as you prepare to meet with your merit badge counselor.
You still must satisfy your counselor that you can demonstrate each skill and have learned the information.
You should use the work space provided for each requirement to keep track of which requirements have been completed,
and to make notes for discussing the item with your counselor, not for providing full and complete answers.
If a requirement says that you must take an action using words such as "discuss", "show",
"tell", "explain", "demonstrate", "identify", etc, that is what you must do.

Merit Badge Counselors may not require the use of this or any similar workbooks.

No one may add or subtract from the official requirements found in Boy Scout Requirements (Pub. 33216 – SKU 621535).
The requirements were last issued or revised in 2016 • This workbook was updated in January 2016.

Scout's Name:_____ Unit: _____

Counselor's Name: _____ Counselor's Phone No.: _____

http://www.USScouts.Org • http://www.MeritBadge.Org

Please submit errors, omissions, comments or suggestions about this **workbook** to: Workbooks@USScouts.Org

Comments or suggestions for changes to the **requirements** for the **merit badge** should be sent to: Merit.Badge@Scouting.Org

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1. Do the following:
   a. Explain four features of the free enterprise system in the United States. Tell its benefits and responsibilities.

Feature 1	
Benefits	
Responsibilities	

Feature 2	
Benefits	
Responsibilities	

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Feature 3	
Benefits	
Responsibilities	

Feature 4	
Benefits	
Responsibilities	

Describe the difference between freedom and license.

Tell how the Scout Oath and Law apply to business and free enterprise.

b. Describe the Industrial Revolution:

Tell about the major developments that marked the start of the modern industrial era in the United States.

Tell about five people who had a great influence on business or industry in the United States. Tell what each did.

1. Name

2. Name

3. Name

4.

Name	

5.

Name	

2. Do the following:

☐ a. Visit a bank or credit union. Talk with one of the officers or staff.
Chart the organization of the financial institution. Show its relationship with other banks, business, and industry.

b. Explain how changes in interest rates, taxes, and government spending affect the flow of money into or out of business and industry.

Interest Rates	
Taxes	
Government Spending	

c. Explain how a proprietorship or partnership gets its capital.

Discuss and explain four ways a corporation gets its capital.

1.	
2.	
3.	
4.	

d. Explain the place of profit in business.

e. Name five kinds of insurance useful to business. Describe their purposes.

	Type of Insurance	Purpose
1.		
2.		
3.		
4.		
5.		

3. Do the following:

a. ☐ Pick two or more stocks from the financial pages of a newspaper.

Stock 1:	
Stock 2:	
Stock 3:	
Stock 4:	
Stock 5:	
Stock 6:	

Request the annual report or prospectus from one of the companies by ☐ writing, or ☐ visit its Web site (with your parent's permission) to view the annual report online.

Explain how a company's annual report and prospectus can be used to help you manage your investments.

b. ☐ Pretend to have bought $1,000 worth of the stocks from the company you wrote to in requirement 3a.
Explain how you "bought" the stocks.

Tell why you decided to "buy" stock in this company.

Scout's Name: _____

Keep a weekly record for three months of the market value of your stocks. Show any dividends declared.

Stock 1:	
Stock 2:	
Stock 3:	
Stock 4:	
Stock 5:	
Stock 6:	

Week	Date	Stock 1		Stock 2		*(Optional Notes)*
		Price	Dividends	Price	Dividends	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Week	Date	Stock 3		Stock 4		*(Optional Notes)*
		Price	Dividends	Price	Dividends	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

11						
12						
13						

Week	Date	Stock 5		Stock 6		*(Optional Notes)*
		Price	Dividends	Price	Dividends	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

4. Do ONE of the following:
   a. Draw an organizational chart of a typical central labor council.

b. Describe automation, union shop, open shop, collective-bargaining agreements, shop steward, business agent, and union counselor.

Automation	
Union Shop	
Open Shop	
Collective-Bargaining Agreements	
Shop Steward	
Business Agent	
Union Counselor	

c. Explain the part played by four federal or state agencies in labor relations.

Agency 1.

Agency 2.

Agency 3.

Agency 4.

5. ☐ Run a small business involving a product or service for at least three months.

First find out the need for it. For example: a newspaper route, lawn mowing, sales of things you have made or grown.

Keep records showing the costs, income, and profit or loss.

Week	Date	Costs	Income	Profit or Loss	*(Optional notes)*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Report:

a. How service, friendliness, hard work, and salesmanship helped build your business.

Service

Friendliness

Hard work

Salesmanship

b. The benefits you and others received because you were in business. Comparable 4-H, FFA, or Junior Achievement projects may be used for requirement 5.

You:

Others:

6. Do ONE of the following:

☐ a. Make an oral presentation to your Scout troop about an e-commerce company. Tell about the benefits and pitfalls of doing business online, and explain the differences between a retailer and an e-commerce company. In your presentation, explain the similarities a retailer and an e-commerce company might share.

☐ b. Choose three products from your local grocery store or mall and tell your merit badge counselor how the packaging could be improved upon so that it has less impact on the environment.

Grocery Store Item 1.

Grocery Store Item 2.

Grocery Store Item 3.

☐ c. Gather information from news sources and books about a current business leader. Write a two-page biography about this person or make a short presentation to your counselor. Focus on how this person became a successful business leader.

Requirement resources can be found here:
http://www.meritbadge.org/wiki/index.php/American Business#Requirement resources

Important excerpts from the Guide To Advancement - 2015, No. 33088 (SKU-620573)

[1.0.0.0] — Introduction
The current edition of the *Guide to Advancement* is the official source for administering advancement in all Boy Scouts of America programs: Cub Scouting, Boy Scouting, Varsity Scouting, Venturing, and Sea Scouts. It replaces any previous BSA advancement manuals and previous editions of the *Guide to Advancement*.

[Page 2, and 5.0.1.4] — Policy on Unauthorized Changes to Advancement Program
No council, committee, district, unit, or individual has the authority to add to, or subtract from, advancement requirements. There are limited exceptions relating only to youth members with special needs. For details see section 10, "Advancement for Members With Special Needs".

[Page 2] — The "Guide to Safe Scouting" Applies
Policies and procedures outlined in the ***Guide to Safe Scouting***, No. 34416, apply to all BSA activities, including those related to advancement and Eagle Scout service projects.

[7.0.3.1] — The Buddy System and Certifying Completion
A youth member must not meet one-on-one with an adult. Sessions with counselors must take place where others can view the interaction, or the Scout must have a buddy: a friend, parent, guardian, brother, sister, or other relative—or better yet, another Scout working on the same badge—along with him attending the session. If merit badge counseling or instruction includes any Web-based interaction, it must be conducted in accordance with the BSA Social Media Guidelines (http://www.scouting.org/Marketing/Resources/SocialMedia). For example, always copy one or more authorized adults on email messages between counselors and Scouts.
When the Scout meets with the counselor, he should bring any required projects. If these cannot be transported, he should present evidence, such as photographs or adult verification. His unit leader, for example, might state that a satisfactory bridge or tower has been built for the Pioneering merit badge, or that meals were prepared for Cooking. If there are questions that requirements were met, a counselor may confirm with adults involved. Once satisfied, the counselor signs the blue card using the date upon which the Scout completed the requirements, or in the case of partials, initials the individual requirements passed.
Note that from time to time, it may be appropriate for a requirement that has been met for one badge to also count for another. See "Fulfilling More Than One Requirement With a Single Activity," 4.2.3.6.

[7.0.3.2] — Group Instruction
It is acceptable—and sometimes desirable—for merit badges to be taught in group settings. This often occurs at camp and merit badge midways, fairs, clinics, or similar events. Interactive group discussions can support learning. The method can also be attractive to "guest experts" assisting registered and approved counselors. Slide shows, skits, demonstrations, panels, and various other techniques can also be employed, but as any teacher can attest, not everyone will learn all the material.
There must be attention to each individual's projects and his fulfillment of *all* requirements. We must know that every Scout —actually and *personally*— completed them. If, for example, a requirement uses words like "show," "demonstrate," or "discuss," then every Scout must do that. It is unacceptable to award badges on the basis of sitting in classrooms *watching* demonstrations, or remaining silent during discussions.
It is sometimes reported that Scouts who have received merit badges through group instructional settings have not fulfilled all the requirements. To offer a quality merit badge program, council and district advancement committees should ensure the following are in place for all group instructional events.

- A culture is established for merit badge group instructional events that partial completions are acceptable expected results.
- A guide or information sheet is distributed in advance of events that promotes the acceptability of partials, explains how merit badges can be finished after events, lists merit badge prerequisites, and provides other helpful information that will establish realistic expectations for the number of merit badges that can be earned at an event.
- Merit badge counselors are known to be registered and approved.
- Any guest experts or guest speakers, or others assisting who are not registered and approved as merit badge counselors, do not accept the responsibilities of, or behave as, merit badge counselors, either at a group instructional event or at any other time. Their service is temporary, not ongoing.
- Counselors agree to sign off only requirements that Scouts have actually and personally completed.
- Counselors agree not to assume prerequisites have been completed without some level of evidence that the work has been done. Pictures and letters from other merit badge counselors or unit leaders are the best form of prerequisite documentation when the actual work done cannot be brought to the camp or site of the merit badge event.
- There is a mechanism for unit leaders or others to report concerns to a council advancement committee on summer camp merit badge programs, group instructional events, and any other merit badge counseling issues—especially in instances where it is believed BSA procedures are not followed. See "Reporting Merit Badge Counseling Concerns," 11.1.0.0.
- There must be attention to each individual's projects and his fulfillment of all requirements. We must know that every Scout—actually and personally—completed them.

It is permissible for guest speakers, guest experts, or others who are not merit badge counselors to assist in the counseling process. Those providing such assistance must be under the direction of a registered and approved counselor who is readily available onsite, and provides personal supervision to assure all applicable BSA policies and procedures—including those related to BSA Youth Protection—are in place and followed.

[7.0.3.3] — Partial Completions
A Scout need not pass all the requirements of one merit badge with the same counselor. It may be that due to timing or location issues, etc., he must meet with a different counselor to finish the badge. The Application for Merit Badge has a place to record what has been finished—a "partial." In the center section on the reverse of the blue card, the counselor initials for each requirement passed. In the case of a partial completion, the counselor does not retain his or her portion of the card. A subsequent counselor may choose not to accept partial work, but this should be rare. A Scout, if he believes he is being treated unfairly, may work with his unit leader to find another counselor. An example for the use of a signed partial would be to take it to camp as proof of prerequisites. Partials have no expiration except the Scout's 18th birthday. Units, districts, or councils shall not establish other expiration dates for partial merit badges.

[7.0.4.8] — Unofficial Worksheets and Learning Aids
Worksheets and other materials that may be of assistance in earning merit badges are available from a variety of places including unofficial sources on the Internet and even troop libraries. Use of these aids is permissible as long as the materials can be correlated with the current requirements that Scouts must fulfill. Completing "worksheets" may suffice where a requirement calls for something in writing, but this would not work for a requirement where the Scout must discuss, tell, show, or demonstrate, etc. Note that Scouts shall not be required to use these learning aids in order to complete a merit badge.